

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

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Business Resource Center (SBRC) Manager
Small Business Resource Center

How to Start a Business in DC
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SMALL BUSINESS RESOURCE CENTER

The District of Columbia Small Business Resource Center (SBRC) is a one-stop-shop where help is provided to assist in starting, growing and strengthening businesses.

The SBRC primary function is to provide **FREE one-on-one** assistance and **group workshops** to future and current business owners seeking to navigate through the District's regulatory processes.

Through the SBRC, DCRA has established partnerships with the private sector and District and Federal government agencies.

These partnerships assist current and future business owners with business development opportunities to properly do business in the District of Columbia.

4 STEPS TO OBTAINING A BASIC BUSINESS LICENSE

Step 1:

Corporate Registration

- ✓ If operating as a corporate entity (corporation, limited liability company, or partnership).

Trade Name Registration

- ✓ If planning to use a fictitious or shortened version of the corporate name when conducting business. Visit corponline.dcra.dc.gov.

Step 2:

Registration with Internal Revenue Service and DC Office of Tax and Revenue

- ✓ **Internal Revenue Service (IRS):** Apply for Employer Identification Number (EIN) at [irs.gov](https://www.irs.gov) or in-person at 77 K Street, NE, Washington, DC 20002. For more information, call (844) 545-5640.
- ✓ **DC Office of Tax (OTR):** Register EIN with the DC Office of Tax and Revenue at mytax.dc.gov. For more information, visit 1101 4th Street, SW, 2nd Floor, Washington, DC 20024 or call (202) 727-4TAX.

Step 3:

Registration with Office of the Zoning Administrator

- ✓ **Certificate of Occupancy (COO):** If operating out of an office location in the District. Visit dcra.dc.gov/service/get-certificate-occupancy-zoning.
- ✓ **Home Occupation Permit (HOP):** If conducting business out of a home in the District. Visit dcra.dc.gov/service/home-occupation-permits.
- ✓ **Expedited Home Occupation Permit (eHOP):** If conducting business out of a home in the District, you may be eligible to obtain an Expedited Home Occupation Permit when you apply for a Basic Business License at mybusiness.dc.gov.

Step 4:

Basic Business License (BBL) Application

- ✓ **Submit a BBL application including the required supporting documentation and payment.** Your business' activities determine the type of Basic Business License required. Visit mybusiness.dc.gov to apply.

CERTIFIED BUSINESS ENTERPRISE (CBE)

AGENCY

- DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT (DSLBD)
- WEBSITE: [HTTPS://DSLBD.DC.GOV/](https://dslbd.dc.gov/)
- PHONE: (202) 727-3900

CBE FREQUENTLY ASKED QUESTIONS (FAQ)

- WEBSITE: [HTTPS://DSLBD.DC.GOV/PAGE/CBE-CERTIFICATION-FREQUENTLY-ASKED-QUESTIONS-FAQS](https://dslbd.dc.gov/page/cbe-certification-frequently-asked-questions-faqs)

CBE ONE-ON-ONE QUESTIONS

- WEBSITE: [HTTPS://DCRASBRC.ECENTERDIRECT.COM/EVENTS?](https://dcrasbrc.ecenterdirect.com/events?)
- PHONE: 202-442-4538

FUNDING OPPORTUNITIES

Department of Small and Local Business Development (DSLBD)

- Website: <https://dslbd.dc.gov/>
- Phone: (202) 727-3900

Office of the Deputy Mayor for Planning and Economic Development (DMPED)

- Website: <https://dmped.dc.gov/>
- Phone: (202) 727-6365

Department of Insurance, Securities and Banking (DSIB)

- Website: <https://disb.dc.gov/>
- Phone: (202) 727-8000

Latino Economic Development Center (LEDC)

- Website: <https://www.ledcmetro.org/>
- Phone: 1-866-977-5332

Washington Area Community Investment Fund's (WACIF)

- Website: <https://wacif.org/>
- Phone: (202) 529-5505

SBRC CONTACT INFORMATION

➤ Phone

☐ SBRC Main Number: (202) 442-4538

➤ Email

☐ Jacqueline Noisette – jacqueline.noisette@dc.gov

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☐ Tamika Wood – tamika.wood@dc.gov

➤ Register for events

☐ <https://dcrasbrc.ecenterdirect.com>

➤ Social Media - Twitter

☐ @DCRA_SBRC

QUESTIONS

